



Week 2 Assignment: Project Charter and High-Level Plan

Overview

Using Google Docs and templates designated in the instructions for this week's assignment, create a project charter and high-level project plan (with schedule) for a new Web 2.0 school site. Outstanding charters, plans, and timelines will incorporate significant Web 2.0 technologies (blogs, wikis, podcasts, etc.).

Based on what you have learned this week, update the Web Policy for your school to include standards-based design guidelines. You will use the Kaiser Checklists to include specific usability design principles in your updated Web Policy. You should incorporate significant Web 2.0 technologies in this new Web Policy (CSS, XML, Ajax), and explicitly point to W3C standards.

Rubric

Use the following Rubric to guide your work on the Week 2 Assignment.

Tasks ↓	Accomplished 10 The evidence suggests that this work is a "Habit of Mind." The educator is ready to mentor others in this area.	Proficient 8 The evidence suggests that performance on this work matches that of a strong educator.	Needs Improvement 6 The evidence does not yet make the case for the educator being proficient at this task.
Project Charter and High-Level Plan	<p>Using the University of Notre Dame Project Definition Document as a template, defines the following: Executive Summary; Project Overview; Project Approach; Communications Plan. Incorporates significant Web 2.0 technologies in this plan.</p> <p>Uses the "Step-By-Step Site Planner" by Keith Reichley as a guide in producing a project plan that includes: Background; Audience; Resources; Competition; Content. Incorporates significant Web 2.0 technologies in this plan.</p> <p>Uses the project schedule template in Google Docs to create a project timeline that includes 10 critical tasks. Plan incorporates significant Web 2.0 technologies.</p> <p>Updates School Web Policy to include at least 5 usability principles from Kaiser's Checklists. Incorporates significant Web 2.0 technologies in this plan. Explicitly points to W3C standards.</p>	<p>Using the University of Notre Dame Project Definition Document as a template, defines the following: Executive Summary; Project Overview; Project Approach; Communications Plan.</p> <p>Uses the "Step-By-Step Site Planner" by Keith Reichley as a guide in producing a project plan that includes the following well-defined components: Background; Audience; Resources; Competition; and Content.</p> <p>Uses the project schedule template available in Google Docs to create a project timeline for your project that includes ten critical tasks.</p> <p>Updates School Web Policy to Include at least 5 usability principles from Kaiser's Checklists.</p>	<p>Fails to use the University of Notre Dame Project Definition Document; fails to define two or more of the following: Executive Summary; Project Overview; Project Approach; Communications Plan</p> <p>Fails to use the "Step-By-Step Site Planner" by Keith Reichley as a guide in producing the project plan; plan fails to define two or more of the following: Background; Audience; Resources; Competition; Content.</p> <p>Uses project schedule template available in Google Docs to create a project timeline that includes eight or fewer critical tasks.</p> <p>Update School Web Policy includes fewer than 5 usability principles from Kaiser's Checklists.</p>

Directions and Resources

- Submit this assignment to your Academic Coach in MS Word format by the end of Week 2. These will need to be downloaded from Google Docs into the MS Word Format before you submit it.
- A template and overview of the project charter process are available from the EDUCAUSE Connect site at:
 - <http://connect.educause.edu/Library/Abstract/MaintainingtheRightBalance/41717>
- Using the University of Notre Dame Project Definition Document as a template, define the following: Executive Summary; Project Overview; Project Approach; Communications Plan.
- Use the "Step-By-Step Site Planner" by Keith Reichley as your guide in producing the project plan, to include the following items: Background; Audience; Resources; Competition; Content.
 - <http://www.sitepoint.com/article/site-planner/>
- Use project schedule template is available in Google Docs to create a project timeline for your project that includes ten critical tasks you have identified during the first two weeks of class:
 - <http://docs.google.com/previewtemplate?id=trix.pyU3xkckhpl0h2aKBOS05YA&mde=public>
- Another Google tool useful in enabling project communication is Google Talk, which can enable real time communications for your project team:
 - [Gmail voice and video chat](#)

Web-based Assignment Submission; Based on Week Two Additional Directions:

Note: All web-based assignment documents completed for purposes of this assignment submission on or before 11:59pm, 06/06/2010.

Assignment Part One

Updated Web Policy:

http://docs.google.com/View?id=dchcdq88_6htc4kqgz

Assignment Part Two

Web Design Project Charter:

http://docs.google.com/View?id=dchcdq88_7fwctp6f2

Assignment Part Three

Project Plan/Timeline:

<http://spreadsheets.google.com/pub?key=0AmKZ4Hgl0ijxdERpYXh2ZHF0RUFJTXh4WjFRNmhtNkE&hl=en&output=html>